

DIVISION OF PERSONNEL SERVICES
TOPEKA CORRECTIONAL FACILITY LAYOFFS

RECRUITMENT

- **RIGHT OF FIRST REFUSAL (ROFR):** CLASSIFIED/PERMANENT EMPLOYEES LAID OFF FROM THE TOPEKA CORRECTIONAL FACILITY MAY EXERCISE THE RIGHT OF FIRST REFUSAL FOR ANY POSITION IN THE SAME OR LOWER PAY GRADE THAN THE PAY GRADE ON WHICH THE ELIGIBLE EMPLOYEE WAS PAID AT THE TIME OF THE LAYOFF.
- **INTERVIEW RIGHT (IR):** CLASSIFIED/PERMANENT EMPLOYEES LAID OFF FROM THE TOPEKA CORRECTIONAL FACILITY HAVE A RIGHT TO AN INTERVIEW FOR ANY POSITION IN THE SAME OR HIGHER PAY GRADE THAN THE PAY GRADE ON WHICH THE ELIGIBLE EMPLOYEE WAS PAID AT THE TIME OF THE LAYOFF.
- **NOTICE OF VACANCIES:** REQUIRED 6 DAY ADVERTISEMENT ON THE NOTICE OF VACANCIES FOR ROFR APPLICANTS ONLY (WED-MON). ONLY APPLICANTS REQUESTING ROFR MAY APPLY.
- **ALL VACANCIES AFFECTED:** LAID OFF EMPLOYEES MAY USE ROFR OR IR FOR ALL PERMANENT/CLASSIFIED VACANCIES -INCLUDING INTERNAL AGENCY VACANCIES.
- **MINIMUM QUALIFICATIONS:** LAID OFF EMPLOYEES MUST MEET MQ IN ORDER TO EXERCISE ROFR OR IR.
- **APPLICANTS DESIGNATE IR/ROFR:** APPLICANTS INDICATE TO THE HIRING AGENCY IF THEY ARE USING ROFR OR IR WHEN THEY APPLY.
- **AGENCIES MUST PROVIDE A JOB SUMMARY** ABOUT THE POSITION TO ROFR CANDIDATES SO THEY CAN MAKE AN INFORMED DECISION BEFORE APPLYING FOR THE POSITION.
- **IR APPLICANTS APPLY WITH OTHER APPLICANTS:** APPLICANTS USING IR MAY APPLY AFTER THE FIRST 6 DAYS.
- **ONLY REQUIRED TO INTERVIEW 7 APPLICANTS WITH IR:** AGENCIES ARE NOT REQUIRED TO INTERVIEW MORE THAN 7 CANDIDATES REQUESTING IR. AGENCIES MAY INTERVIEW BOTH IR AND OTHER APPLICANTS AT THE SAME TIME – IF THEY INTERVIEW 7 OR MORE IR APPLICANTS.